



SAN DIEGO POLICE DEPARTMENT PERMITS AND LICENSING

1400 'E' Street M.S. 735
San Diego, CA 92101

FIREARM DEALER PERMIT-RENEWAL

In order to renew your local regulatory permit please submit the following items:

- ☐ Firearm Dealer Application (see attached- Employee Supplemental and Employee Supplemental 2)
- ☐ Regulatory Fee in the amount of \$660.00 made payable to the **City Treasurer**.
- ☐ Copy of valid Business Tax Certificate (619) 615-1500.
- ☐ Copy of valid State Certificate of Eligibility (916) 227-2334.
- ☐ Copy of California Department of Justice Centralized List.
- ☐ Copy of valid Federal Firearms License (619) 446-0740.
- ☐ Copy of your **current** lease/rental agreement from your landlord or property title.
- ☐ Copy of your **current** Articles of Incorporation and the most recent statement of information.
- ☐ Copy of valid State Secondhand Dealers/Pawnbroker License, if applicable. A secondhand dealers/pawnbroker license is required if you buy, sell, trade, or consign any secondhand guns (619) 531-2437.
- ☐ Copies of any special permits issued by the Department of Justice (916) 227-3694.
- ☐ Applications must be submitted **30 days PRIOR** to the expiration date.

EMPLOYEES:

Each new employee who handles, delivers, sells, shows or displays firearms is required to submit LIVE SCAN Fingerprints. Secondhand Dealers/Pawnbrokers only - require two separate live scans, one set is for the Department of Justice for the State issued Secondhand Dealer License and the other set is for the San Diego Police Department. Fill out the attached "Request for Live Scan Service" form(s) and bring it with you to a Live Scan agency. **See Attached List** of locations for each agency. You will then need to forward a copy of the Request Form to SDPD along with your new application.

If your employee(s) have already submitted fingerprints to our office with your previous firearm dealer application the employee does not have to be re-fingerprinted. However, you still need to list your current employee's information on your application. SDMC 33.0304

Each *new employee* shall also provide the San Diego Police Department with a non-refundable Investigative Fee of \$104.00.

- No **OUT OF STATE CHECKS** will be accepted.
- A criminal record check will be made on each employee.
- There is a 30-day investigation period that starts at the time your application is submitted.